



Professional Engineers
Ontario



GUIDE & FORM

LIMITED LICENCE SCOPE OF SERVICES

July 2023

INTRODUCTION

The scope of services defines the practice of professional engineering to be provided under the limited licence.

A limited licence holder is restricted to the engineering activities specified in their limited licence. The scope of services defines the professional engineering activities that a limited licence holder is permitted to practise and is defined in terms of function, product and application.

This scope of services limits the parameters of practice based on an applicant's academic qualifications and engineering experience related to the proposed scope. A good example of an acceptable scope of services for professional practice is: "Planning, designing and inspecting electrical distribution utility overhead pole transmission lines up to 50 kV, including transformers up to 1 MVA." An example of a too-broad scope of services with the proposed limitation is one that covers sub-disciplines of more than one engineering discipline: "Electrical Distribution Systems Engineering Design."

Your academic qualifications and engineering experience must support your proposed scope of services.

For more information regarding the limited licence, please review the information on our website [here](#).

DRAFTING YOUR PROPOSED SCOPE OF SERVICES

Step 1: Please review the definition of professional engineering as defined in the *Professional Engineers Act*. Your scope of services must fall under this definition.

Definition of "practice of professional engineering": *Any act of planning, designing, composing, evaluating, advising, reporting, directing or supervising that requires the application of engineering principles and concerns the safeguarding of life, health, property, economic interests, the public welfare or the environment, or the managing of any such act.*

Note: University teaching on its own cannot be used in the scope of services because it is not included in the definition of professional engineering as defined in the Act. If teaching upper-year engineering science, analysis or design courses is supplemented by engineering activities, such as providing specialized advice to industry or conducting or supervising applied research, PEO staff must review the proposed scope of services to determine whether it is acceptable.

Step 2: Please begin the wording of the scope of services using the actions from the above definition to describe the professional engineering activity or tasks you perform, such as planning, designing, composing, evaluating, advising, reporting, directing, supervising, and so forth.

Note: The work you perform must require the application of engineering principles and concern the safeguarding of life, health, property, economic interests, the public welfare or the environment.

Step 3: After describing the engineering work, please include the limited area of practice. We recommend following the formula indicated below.

SCOPE OF SERVICES FORMULA

The engineering activities being performed + the objects or systems that relate to the engineering activities + any limitations on size, capacity and extent.

SCOPE OF SERVICES EXAMPLES

Civil

- "Design of municipal gravity storm and sanitary systems, municipal water supply systems, municipal roadways and grading."
- "Traffic impact analysis and traffic signal design for municipal road improvements including functional design."
- "Phase 1 and Phase 2 Environmental Site Assessments and filing Record of Site Conditions."

Electrical

- "Planning, permitting and design specification of overhead and underground municipal electrical utility distribution lines up to 50kV."
- "Detailed design and specifications for lighting and fire alarm systems for low-rise buildings."
- "Design, build and evaluate antennas, radiofrequency devices and radio frequency systems and make written technical recommendations for their installation and operation."

Mechanical

- "Design for new construction and renovations of heating, ventilating, air conditioning, plumbing, drainage and fire suppression systems."
- "Design, manufacturing and testing of rollover and fall-over protection structures."
- "Design, evaluate, advise, report and supervise as associated with mine ventilation systems."

Other

- "Planning, evaluating and advising associated with the security and assurance of communications networks."
- "Design, develop, supervise, oversee and manage demolition methodologies and projects, excluding blasting."

Additional Considerations

- Clearly define the scope of services, use concise language and consider any legal aspects.
- The final wording of the approved scope of services offered will appear on the public [PEO directory](#), the licence certificate and the professional seal.
- Any changes or modifications to the approved scope of services would require a new limited licence application, including payment of applicable fees.

Resources

- [Professional Engineers Act](#)
- [Regulation 941](#)
- [Professional Engineering Practice Guideline](#)



LIMITED LICENCE SCOPE OF SERVICES FORM

Full name

Job title

PEO file # (if applicable)

Company name

Signature

Date

Please provide your proposed scope of services (suggested word count is 25 words):

Please provide your supervising P.Eng. licence holder's contact information and signature

A current Canadian P.Eng. licence holder must assume responsibility for the professional engineering work described in your proposed scope of services and must endorse your proposed scope of services. Please obtain this information and the supervising P.Eng. holder's signature below in advance of your application.

Full name

Job title

PEO file # (if applicable)

Company name

Signature

Date

When you apply for the limited licence, please submit your signed Scope of Services form with your P.Eng. supervisor's signature in addition to all required documents to limited@peo.on.ca for review.

If you have any questions, please contact limited@peo.on.ca.